

Author's Final Checklist

- ☐ Article is within page limitations set by editor.
- ☐ Paper compiles properly without errors or warnings.
- ☐ No fundamental modifications to the basic template are present, including special definitions, special macros, packages, `\vspace` commands, font adjustments, etc.
- ☐ Commented-out text has been removed.
- ☐ Author and shortened title running heads are proper for the paper and shortened so page number is within the margin.
- ☐ Paper checked for general questions of format and style, including, but not limited to, the following:
 - ☐ capitalization, layout, and length of running heads, titles and sections/subsections;
 - ☐ page numbers within margin;
 - ☐ author names spelled correctly and full postal addresses given;
 - ☐ abstracts;
 - ☐ all margins—left, right, top and bottom;
 - ☐ standard font size and no Type 3 fonts;
 - ☐ spacing;
 - ☐ section headings.
- ☐ All tables are correctly positioned within margins, are properly formatted, and are referred to in the text.
- ☐ All figures are correctly positioned within margins, are minimum 300 dpi resolution, not too dark or too light, do not contain embedded fonts, and are referred to in the text. All labeling or text will be legible with 10% reduction. Questionable images printed, checked and replaced if necessary. Figures do not cover text or running heads, and proper permissions have been granted and acknowledged.
- ☐ All acknowledgments and discussions are in proper format.
- ☐ If there are acknowledgments at the end of the article, ensure that the author has used the `\acknowledgments` command and not the commands `\begin{Acknowledgments}`, `\end{Acknowledgments}`. Acknowledgments should only be used for thanking institutions, groups, and individuals who have directly contributed to the work.

- ☐ All references quoted in the text are listed in the bibliography; all items in the bibliography have been referred to in the text.
- ☐ All bibliography entries are in the proper format, using one of the referencing styles given. Each of the references is bibliographically complete, including full names of authors, editors, publishers, place of publication, page numbers, years, etc.
- ☐ A complete Bib_T_EX file is ready to submit to the editor.
- ☐ References to preprints replaced with publication information when possible.